



SANDRA SHEWRY  
Director

State of California—Health and Human Services Agency  
**Department of Health Services**



ARNOLD SCHWARZENEGGER  
Governor

May 19, 2006

Dear Interested Parties and Prospective Proposers:

**RE: HEALTH CARE OPTIONS (HCO) DATA LIBRARY**

The Data Library for this procurement is available for use by prospective bidders as of Monday, May 22, 2006. Access to information contained in the Data Library may assist in the preparation of proposals. Currently, all documents within the Data Library are stored electronically. Hard copied information will be added at a later date.

To use the Data Library, your organization must submit a list of authorized personnel (Enclosure A) that is a company official.

For more information on access to the Data Library, please refer to Enclosure B: Data Library Instructions. For prospective bidders reference, please refer to Enclosure C: iManage Database Index, which lists all documents available on CD-ROM.

Appointments to access the Data Library may be arranged by request through one of the following methods:

**Phone:** (916) 552-8006

**Fax:** (916) 440-7369

**Mail:** Library Appointment RFP 06-55000  
California Department of Health Services  
Office of Medi-Cal Procurement  
MS 4200  
Steve Sodergren/Karissa Kanenaga  
1501 Capitol Avenue, Suite 71.5131  
P.O. Box 997413  
Sacramento, CA 95899-7413

**Email:** [omcp0@dhs.ca.gov](mailto:omcp0@dhs.ca.gov)

If there are any questions, please contact Steve Sodergren or Karissa Kanenaga at (916) 552-8006.

Sincerely,

Original signed by Kevin Morrill for Donna Martinez

Donna Martinez, Chief  
Office of Medi-Cal Procurement

**STATE OF CALIFORNIA**  
**OFFICE OF MEDI-CAL PROCUREMENT**  
**ACCESS TO DATA LIBRARY**  
**LIST OF AUTHORIZED PERSONNEL**

<b>Name</b>	<b>Organization</b>	<b>Affiliate</b>

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**CALIFORNIA DEPARTMENT OF HEALTH SERVICES  
OFFICE OF MEDI-CAL PROCUREMENT  
DATA LIBRARY INSTRUCTIONS**

**HEALTH CARE OPTIONS**

**RFP 06-55000**

A Data Library for the sole use of Parties interested in the Health Care Options Procurement, Request for Proposal 06-55000, will be available beginning Monday, May 22, 2006. The Data Library will be accessible by appointment only on State working days Monday through Friday from 8:00 a.m. to noon, and 1:00 p.m. to 4:00 p.m. Access to the Data Library is restricted to an authorized Interested Party and/or their authorized representative(s) who have established an advance appointment.

**Appointments**

Appointments to access the Data Library may be arranged through submittal of a written request through one of the following methods:

<b>U.S. Mail:</b>	<b>Fax:</b>
<b>Library Appointment RFP 06-55000</b> California Department of Health Services Office of Medi-Cal Procurement MS 4200 Steve Sodergren/Karissa Kanenaga 1501 Capitol Avenue, Suite 71.5131 P.O. Box 997413 Sacramento, CA 95899-7413	<b>Library Appointment RFP 06-55000</b> California Department of Health Services Office of Medi-Cal Procurement Steve Sodergren/Karissa Kanenaga <b>Fax:</b> (916) 440-7369
<b>Telephone:</b>	
Contact Steve Sodergren/Karissa Kanenaga at (916) 552-8006	
<b>E-Mail:</b>	
OMCPRFP0@dhs.ca.gov	

Include the following information in your appointment request:

- a. Name
- b. Title
- c. Firm you represent
- d. Telephone number
- e. Fax number
- f. Email address, if applicable
- g. Desired date of visit
- h. Desired time of visit

## ENCLOSURE B

### **Please Note:**

The U.S. Post Office will not deliver mail directly to 1501 Capitol Ave.; therefore the P.O. Box address given above must be used for mailing items to the OMCP. Please contact OMCP to ensure receipt of your request.

### Access

With your written request for an appointment, the Interested Party must read, sign and return the List of Authorized Representatives (Enclosure A). Access to the Data Library is restricted to the authorized Interested Party and their authorized representative(s) who have submitted this form

### Location

CDHS will maintain the Data Library at: The California Department of Health Services, Office of Medi-Cal Procurement, 1501 Capitol Ave, Suite 71.5131, Sacramento CA 95814.

### Contents

The Data Library contains documentation on the Health Care Options Procurement and provides basic information needed in the preparation of proposals. Data Library materials may be periodically updated and additional documents may be added. Interested Parties that have requested access to the Data Library will be notified of the additions and/or changes by way of written notice.

The data library is primarily composed of documents that have been scanned into a database. This database can be accessed by a computer located within the Data Library. Although the documents in the database are categorized, the process of searching and downloading this information takes a considerable amount of time. Because of this, OMCP has created copies of the most pertinent files on CD-ROMs. It is recommended that the interested parties request and review the available CD-ROMs and then, if deemed necessary, make an appointment to search the database for any additional information.

Attached is a list of Data Library items that are available on CD-ROM. If you would like to obtain copies of these items, please send a written request describing the CD-ROMs that you require along with blank CDs (equal to the amount requested) to the address above.

### Reproducing Materials

CDHS does not possess sufficient staff to reproduce and mail the Data Library materials for Interested Parties. Additionally, CDHS will not provide the Interested Parties with a State-owned copy machine to make copies of Data Library materials. However, there are other options for Interested Parties, which are listed below.

## **ENCLOSURE B**

Interested Parties may reproduce the Data Library documentation at OMCP through the following methods:

For Hard Copies: The Interested Party representative(s) must make copies using their own copy machine and paper that are brought in to OMCP premises. Employees of OMCP are not available to copy the materials for the Interested Party.

For CD-Rom Copies: The Interested Party must supply their own CDs to make copies of the information contained in the database or on the CDs in the Data Library.

Sending blank CD-R's: Interested Parties also have the option of sending blank CD-Rs to OMCP by mail. Once received, OMCP will then send the requested Data Library materials to the Interested Parties. Hard copy information contained within the Data Library will not be available electronically or in CDs.

### Verbal Communication

Verbal communication regarding the Data Library should be directed to Steve Sodergren or Karissa Kanenaga of OMCP at (916) 552-8006.

iManage Database Index			
Folder Name	#Docs	CD#	Description
Maximus Technical Proposal-Price Bid	3	1	
Contract Amendments	3	2	Language added to original Contract language that makes revisions, deletions and/or additions to current Scope of Work and/or other provisions of the Contract.
H Letters '01	120	3	The letter that provides directions and/or instructions to the Contractor regarding approvals, policies, procedures and/or other changes to the HCO program.
H Letters '02	365	4	
H Letters '03	549	5	
H Letters '04	449	6	
H Letters '05	447	7	
H Letters '06	447	8	
Monthly Progress Reports '01	68	9	Monthly report provided by the Contractor to the State which are a compilation of various activities and data produced and gathered throughout the month, as directed by the State.
HCO Staffing	1	10	Monthly report provided by the Contractor to the State which details the number, type of staff and the Full-Time Equivalents of each that the Contractor has devoted to the HCO Program.
Monthly Progress Reports '02	46	11	
Monthly Progress Reports '03	18	12	
Monthly Progress Reports '04	31	13	
Monthly Progress Reports '05	19	14	
Monthly Progress Reports '06	3	15	
Presentation Schedules '05-'06	30	16	A detailed list, by date, time and location, of Enrollment Service Representatives face-to-face presentations, provided to the State by the Contractor on a monthly basis.
Problem Statement Reports '01-'06	47	17	Monthly and weekly reports provided to the State by the Contractor which provide details of issues in which the Contractor does not meet contractual obligations.

iManage Database Index			
Folder Name	#Docs	CD#	Description
System Notices '02-'06	113	18	
Emergency Disenrollment-Med Exemption '00-'06	32	19	A monthly report provided by the Contractor to the State which details all emergency disenrollments and medical exemptions received by the Contractor and approved by the State.
Exemption Request Report '00-'06	59	20	A monthly report provided by the Contractor to the State which details all exemption to health plan enrollment requests received by the Contractor.
Accepted Exemption Reports '00-'06	67	21	A monthly report provided by the Contractor to the State which details all exemption to health plan requests that were approved by the State.
Mandatory Eligibles Report '00-'06	85	22	
Invoice Receipts '06	10	23	Written documentation from the Contractor of providing monthly invoices to the State.
Invoice Receipts '05	35	24	
Invoice Receipts '04	27	25	
Invoice Receipts '03	22	26	
Invoice Receipts '02	20	27	
Invoice Receipts '01	9	28	
Maximus Policy and Procedures		29	The Contractor's manuals which state their State-approved policy and procedures that are used to perform contractual requirements of the HCO Program.
<b>Searches should include documents with a 5/01/01 date or newer because of the contract effective date.</b>			